

RMS

Chief, Management Staff

27 January 1958

Chief, Records Management Staff

Weekly Report - Week Ending 22 January 1958

1. Contributions

a. Tangible

- (1) Ten new and revised forms were completed.
- (2) The Records Center received 4 1/2 cu. ft. of inactive records, and destroyed 50 cu. ft. The receipts included some records from the Director's Office.
- (3) Prepared an article for the Support Bulletin describing how good records management practices can assist in solving our space problem.

b. Intangible

a. None

2. Assignment - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel.
- (2) Office of Operations [REDACTED] Review completed by Division and returned with minor changes. Schedule now being retyped for final approval.
- (3) OTR. Revised schedule prepared for Plans and Policy Staff, and the [REDACTED]

b. Installation of Filing Systems.

- (1) Installation practically complete in Research Area.
- (2) Office of Personnel.

c. Twenty new and revised forms pending.

d. Forms Management Survey, Printing Services Division. Two additional forms have been designed; one "bootleg" form eliminated.

e. Shelf File Installations

(1) Medical Staff. Proposal in process of preparation.

(2) Map Library/OSR.

(3) [REDACTED] This organization is interested in a shelf file plan and one will be developed as soon as time permits.

f. Review of Requisitions for Filing Equipment. Purchase order for 22 pieces of non-safe cabinets being held for discussion with Procurement Division.

g. Audit of Subject File Installation.

3. Assignments - Inactive

a. [REDACTED] Space Layout and Equipment Survey.

b. Industrial Register, Shelf File.

c. Office of Security, Shelf File.

d. Film Index, Graphics Register, Special Card File.

e. ~~Shelf File Installations, Medical Staff.~~

4. News

a. Three members of the Staff attended the 1 day conference sponsored by the American Society for Public Administration at the Willard Hotel.

b. [REDACTED]

c. [REDACTED]

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Mgt/S/RMS, [REDACTED] :fjm (27 Jan 58)